

## Kindergarten

### Basic Computer Concepts and Operations (3.7 C.D)

| Students will be able to:                                | Activity/Application/Peripheral | Lesson/Project   |
|--|---------------------------------|--|
| Identify the main parts of the computer                  | Rules and Procedures            | Direct instruction, felt board, labels on classroom equipment                          |
| Login and logout of computers properly                   |                                 | Projector - Demonstration  |
| Launch programs  | Docks, Shortcuts                | Projector - Demonstration, direct instruction  |
| Use mouse and track pad correctly                        | Mouse driven internet activity  | Earobics - Carloon's Balloons  |
| Place cursor at specific location                        | Kidspiration, Word              | Projector - Demonstration  |
| Save, close, open, double click folders and applications | Kidspiration, Earobics, Office  | Create picture in Kidspiration. Demonstrate objectives using projector                 |
| Print files under teacher direction                      | Kidspiration, Office            | Projector - Demonstation   |
| Manipulate graphics (sizing, moving, grouping images)    | Kidspiration, Office            | Kidspiration - Super Grouper - Keeping apples on the tree, boy/girl with shopping cart |
|  |                                 |  |

### Technology Productivity Tools/Keyboarding (3.7 D)

|  |  |   |
|--|--|---|
| Use correct posture  |  | Teacher modeling  |
| Begin to locate and use letters, numbers, etc.   | Login, Office, Kidspiration, templates | Direct instruction on finger placement - "Fingers on the pillows (home row), thumbs on the couch (space bar), right thumb gets the remote". |
| Identify and locate special keys (enter, return, spacebar, caps lock, shift key, delete) | Office, Kidspiration                   | Key name, edit  |
|  |  |   |

### Social, Ethical, and Human Issues

|   |                      |  |
|---|----------------------|--|
| Discuss and comply with Acceptable Use Policy | Rules and Procedures | Direct instruction - "Secret Password", "Don't Touch!" |
| Demonstrate appropriate computer etiquette    |                      |  |
| Respect the privacy of all users              |                      | Direct instruction - "Look Away"                       |

### Word Processing

|   |  |   |
|---|--|---|
| Type first name, ABCs, #s and/or simple words | Word, Pages, Kidspiration, Inspiration | Create personalized bookmarks                               |
| Use the delete and backspace appropriately    |  | Direct instruction - Key simple sentence, edit              |
| Use tab and return keys                       |  | Direct instruction - Key simple sentence, indent and return |

## First Grade

### Basic Computer Concepts and Operations (3.7 C, D)

| Students will be able to:                                | Activity/Application/Peripheral  | Lesson/Project   |
|--|----------------------------------|--|
| Identify the main parts of the computer                  | Rules and Procedures             | Direct instruction, felt board, labels on equipment  |
| Login and logout of computers properly                   |                                  | Projector - demonstration  |
| Launch programs  | Dock. shortcuts                  | Projector - demonstration  |
| Use mouse and track pad correctly                        | Mouse driven internet activities | Student drill - Carloon's Balloons   |
| Place cursor at a specific location                      | Kidspiration, Word               | Begin transition from Kidspiration to Word. Key simple words and navigate using arrow keys, mouse click, home, and end keys. |
| Save, open, close, double click folders and applications |                                  | Direct instruction. Key simple document.   |
| Navigate to programs and documents                       | Kidspiration, Earobics, Office   | Practice opening applications  |
| Print files under teacher direction                      | Kidspiration, Office             | Direct instruction - differentiate between printer 1 and printer 2.  |

### Technology Productivity Tools/ Keyboarding (3.7D)

|  |                                    |   |
|--|------------------------------------|---|
| Use correct posture  |                                    | Teacher modeling  |
| Begin to locate and use letters, numbers, etc.                                       | Login, Office, Pages, Kidspiration | Continue teaching proper finger placement - keyboard chart, direct instruction  |
| Identify and locate special keys (enter, return, spacebar, caps lock, shift, delete) | Word, Pages, Kidspiration          |   |
| Introduce home row and correct finger placement                                      | Templates, Kidspiration, Websites  | Direct instruction on finger placement - "Fingers on the pillows (home row), thumbs on the couch (Space bar), right thumb gets the remote". |
|  |                                    |   |

### Social, Ethical, and Human Issues

|   |                      |   |
|---|----------------------|---|
| Discuss and comply with Acceptable Use Policy | Rules and Procedures | Reinforce "Secret Password" and "Don't Touch!" via discussion and visuals |
| Demonstrate appropriate computer etiquette    |                      |   |
| Respect the privacy of all users              |                      |   |

**Word Processing**

|   |                           |  |
|---|---------------------------|--|
| Type first name, ABCs, #s and simple words      | Word, Pages, Kidspiration | Direct instruction - reinforce proper finger placement through keyboard chart and direct instruction |
| Use the delete and backspace keys appropriately |                           | Edit simple sentence   |
| Type short writing pieces                       |                           | Student's write and edit simple sentences, create a header.  |
| Use the tab and return keys                     |                           | Direct instruction - write simple sentences  |
| Select and deselect text                        |                           | Incorporate formatting tool bar features to enhance text - color, bold, italics, underscore, font    |
| Cut, copy, and paste within a document          |                           | Key name/short sentence. Apply cut, copy, drag and drop, paste                                       |

**Second Grade****Basic Computer Concepts and Operations (3.7 C,D)**

| Students will be able to:   | Activity/Application/Peripheral     | Lesson/Project   |
|---|-------------------------------------|--|
| Identify the main parts of a computer                             | Rules and Procedures                | Review - felt board, labels on classroom equipment, matching worksheet |
| Place the cursor at a specific location                           | Kidspiration, Pages, Word           | Direct instruction - review.   |
| Navigate to programs and documents                                | Kidspiration, Pages, Word, Earobics | Direct instruction using projector                                     |
| Print files under teacher direction                               | Kidspiration, Pages, Word           | Review   |
| Access files from documents folder or shared folders (hand out)   | Templates created for students      | Direct instruction using projector                                     |
| Save documents to documents folder during whole group instruction | Home directories                    | Direct instruction using projector                                     |
| Manipulate graphics (sizing, moving, grouping images, etc..)      | Pages, Word, Kidspiration           | Review of graphic elements. Use the drawing tool bar                   |
|   |                                     |  |

**Technology Productivity Tools/Keyboarding (3.7D)**

|  |                                     |  |
|--|-------------------------------------|--|
| Use correct posture  |                                     | Teacher modeling   |
| Locate and use letters, numbers, etc.  | Login, Office, Kidspiration, Word   | Direct instruction on finger placement - "Fingers on the pillows (home row), thumbs on the couch (space bar), right thumb gets the remote". Begin teaching keys. |
| Utilize special keys (enter, return, spacebar, caps lock, shift key, delete) | Word, Pages, Kidspiration           |  |
| Identify and use home row keys using correct finger placement                | Word, Pages, Kidspiration, Websites |  |

**Social, Ethical, and Human Issues**

|   |                      |   |
|---|----------------------|---|
| Discuss and comply with Acceptable Use Policy | Rules and Procedures | Direct instruction - Reinforce "Secret "Password", "Don't Touch!" |
| Demonstrate appropriate computer etiquette    |                      |   |
| Respect the privacy of all users              |                      | Direct instruction - "Look Away"                                  |

**Word Processing**

|  |  |   |
|--|--|---|
| Type first name, ABCs, simple words  | Word, Pages, Kidspiration, Inspiration | Introduction to word processing software - Direct instruction on all objectives using simple documents. |
| Use the delete and backspace appropriately   |  | Edit text   |
| Perform basic formatting tasks including font, style, color, bold, italics, underline, and alignment |  | Formatting tool bar   |
| Use simple text editing skills   |  | Demonstration using projector   |
| Insert clip art  |  | Introduce drawing tool bar  |
| Type short writing pieces  |  |   |
| Type with one space between words and one space after a sentence                                     |  |   |
| Use the tab and return keys  |  |   |
| Use spell check  |  |   |
| Select and deselect text   |  |   |
| Cut, copy, paste within a document   |  |   |
| Use borders/drawing tools/graphics   |  |   |

## Third Grade

### Basic Computer Concepts and Operations (3.7 C,D)

| Students will be able to:   | Activity/Application/Peripheral          | Lesson/Project  |
|---|--|---|
| Print files under teacher supervision                             | Kidspiration, Office, Pages, Inspiration | Word processing documents - The Harbor Cafe, Bike World, etc. |
| Print files independently   |  |   |
| Show and hide toolbars, formatting palettes, and inspectors       |  |   |
| Use short cuts to perform various tasks                           |  |   |
| Access files from documents folder or shared folders (hand out)   |  |   |
| Save documents to documents folder during whole group instruction |  |   |
| Independently save to document folder and hand in folder          |  |   |
| Manipulate graphics (sizing, moving...)                           |  |   |
| Delete files and folders  |  |   |

### Technology Productivity Tools/Keyboarding

|  |  |                                       |
|--|--|---------------------------------------|
| Use correct posture  |  | Teacher modeled                       |
| Identify and locate special keys, such as enter, return, spacebar, caps lock, shift keys, delete |  | Direct instruction                    |
| Continue to use home row keys with correct finger placement                                      |  | Reinforce K-2 keyboarding instruction |
|  |  |                                       |

### Social, Ethical, and Human Issues

|   |                      |  |
|---|----------------------|--|
| Discuss and comply with the Acceptable Use Policy     | Rules and Procedures | Reinforce Grades K-2 "Secret Password", "Don't Touch!" |
| Demonstrate appropriate computer etiquette            |                      |  |
| Respect the privacy of others                         |                      |  |
| Use appropriate judgment upon entering internet sites | Netsmart Kids, iSafe | Direct instruction - Worksheet on Internet safety      |

|  |                      |  |
|--|----------------------|--|
| Understand and observe informational technology licensing restrictions |                      | Direct instruction - Worksheet on licensing restrictions |
| Exhibit ethical behavior relating to privacy and ethics.               | Netsmart Kids, iSafe | Direct instruction - Worksheet on computer ethics        |

### Word Processing

|  |  |                             |
|--|--|-----------------------------|
| Type short writing pieces  | Word, Pages, Kidspiration, Inspiration | Teacher-generated documents |
| Type with one space between words and one space after a sentence |  |                             |
| Use the tab and return keys                                      |  |                             |
| Use spell check  |  |                             |
| Insert graphics from outside sources                             |  |                             |

### Presentation Software

|   |                     |  |
|---|---------------------|--|
| Open and exit presentation applications                       | Keynote, Powerpoint | Presentations - Fun Fair, Triathlon, Top Songs, etc. |
| Create a new slide presentation and open a saved presentation |                     |  |
| Choose a layout   |                     |  |
| Change the order of slides                                    |                     |  |
| Copy and paste within the presentation                        |                     |  |
| Insert or delete slides                                       |                     |  |
| Copy and paste within the presentation                        |                     |  |
| Insert or delete slides                                       |                     |  |
| Arrange objects on the slide                                  |                     |  |
| Save a presentation   |                     |  |
| Present presentations to an audience                          |                     |  |
| Edit color schemes and layout arrangements                    |                     |  |

### Internet Skills (3.7 E)

|                   |                 |                                |
|-------------------|-----------------|--------------------------------|
| Use a web browser | Safari, Firefox | Direct instruction - Projector |
|-------------------|-----------------|--------------------------------|



|                              |  |   |
|------------------------------|--|---|
| Add bookmarks                |  | Differentiate between bookmarks and bookmarking using Diigo |
| Navigate online environments |  | Direct instruction - Web 2.0                                |

### **Effective Research Strategies (3.7E)**

|  |   |                                    |
|--|---|------------------------------------|
| Use teacher chosen websites to extract and gather information for research | Thinkfinity, Web 2.0, Power Library, Internet | Direct instruction using web tools |
| Use effective search strategies to find appropriate sites                  |   |                                    |
| Determine what information is important for the given task                 |   |                                    |

## Fourth Grade

### Basic Computer Concepts and Operations (3.7 C,D)

| Students will be able to:  | Activity/Application/Peripheral            | Lesson/Project  |
|--|--|---|
| Print files under teacher supervision  | Kidspiration, Office, Pages, Inspiration   | Completed projects  |
| Print files independently  |  | Completed projects  |
| Show and hide toolbars, formatting palettes, and inspectors  |  | Create documents using various software packages - transference |
| Use short cuts to perform various tasks  |  |   |
| Toggle between two programs  |  | Teacher demonstration   |
| Save documents to documents folder during whole group instruction  | Home Directories                           | Teacher generated documents                                     |
| Independently save to document folder and hand in folder   | Completed project for grading and printing |   |
| Manipulate graphics (sizing, moving...)  | Word, Pages, Inspiration                   |   |
| Delete files and folders   |  | Lesson on file organization                                     |
| Change page orientation  |  |   |
| Create folders to organize files   |  | Lesson on file organization                                     |
| Apply age appropriate strategies for identifying hardware and software problems that occur during everyday use | Troubleshooting activity                   | Direct instruction - troubleshooting                            |
| Introduction to programming  | Scratch                                    | Scratch Cards   |
|  |  |   |

### Technology Productivity Tools/Keyboarding

|  |  |   |
|--|--|---|
| Use correct posture  |  | Incorporate keyboarding skills in lessons |
| Identify and locate special keys, such as enter, return, spacebar, caps lock, shift keys, delete |  |   |
| Continue to use home row keys with correct finger placement                                      |  |   |
| Begin to use proper finger techniques  |  |   |
| Begin to demonstrate correct finger positions  |  |   |
|  |  |   |

**Social, Ethical, and Human Issues**

|  |                      |            |
|--|----------------------|------------|
| Discuss and comply with the Acceptable Use Policy                      | Rules and Procedures | Discussion |
| Demonstrate appropriate computer etiquette                             |                      |            |
| Respect the privacy of others  |                      |            |
| Use appropriate judgment upon entering internet sites                  | Netsmart Kids, iSafe |            |
| Understand and observe informational technology licensing restrictions |                      |            |
| Exhibit ethical behavior relating to privacy and ethics.               | Netsmart Kids, iSafe |            |

**Word Processing**

|  |  |  |
|--|--|--|
| Type short writing pieces  | Word, Pages, Kidspiration, Inspiration | Teacher and student-generated documents          |
| Type with one space between words and one space after a sentence                 |  |  |
| Use the tab and return keys  |  |  |
| Use spell check  |  |  |
| Insert graphics from outside sources   |  |  |
| Rename and move files  |  |  |
| Use borders/drawing tools/graphics   |  |  |
| Copy and paste information from outside sources into Word (note taking purposes) |  |  |
| Use the thesaurus tools to broaden the scope of word use                         |  | Teacher-generated document: Princess and the Pea |

**Technology Problem-Solving, Research, Decision-Making Skills (3.7D)**

|  |                                     |  |
|--|-------------------------------------|--|
| Access and retrieve information from a variety of sources                  | Web 2.0, Internet Browsers          | Direct instruction - Mini research project |
| Locate information outside the library media center using online databases | Destiny, Power Library, Thinkfinity |  |

|  |   |  |
|--|---|--|
| Identify and differentiate between primary and secondary sources                           | Blogs, Library of Congress              |  |
| Search the internet by utilizing search strategies: keywords, concepts, subjects, headings | Internet Browsers                       |  |
| Utilize multiple search engines to locate information for research                         | Internet Browsers                       |  |
| Determine the reliability of information found on an internet site                         | iSafe, Netsmart Kids, Internet Browsers |  |

### **Internet Skills (3.7E)**

|  |   |                                      |
|--|---|--------------------------------------|
| Use a web browser  | Safari, Firefox                           | Direct instruction - student project |
| Use teacher-centered web based activities on topics of study (scavenger hunt web quests) | Webquests, Knowledge Box, Safari. Firefox |                                      |
| Navigate online environments   | Wikispaces, Webkinz, Moodle               |                                      |
|  |   |                                      |

### **Effective Research Strategies (3.7E)**

|  |   |                                      |
|--|---|--------------------------------------|
| Use teacher chosen websites to extract and gather information for research | Thinkfinity, Web 2.0, Power Library, Internet Browsers, Knowledge Box | Direct instruction - student project |
| Use research to gather information for presentations                       |   |                                      |
| Use effective search strategies to find appropriate sites                  |   |                                      |
| Determine what information is important for the given task                 |   |                                      |

## Fifth Grade

### Basic Computer Concepts and Operations (3.7 C.D)

| Students will be able to:  | Activiyy/Application/Peripheral            | Lesson/Project  |
|--|--|---|
| Toggle between two programs  | Inspiration, Office...                     | Direct instruction - Transfer data between programs   |
| Show and hide toolbars, formatting palettes, and inspectors  | Office, Pages                              | Reinforce   |
| Use short cuts to perform various tasks  | Word, Pages, Inspiration                   | Reinforce   |
| Print specific pages   | Word, Pages                                | Print documents - review print screen   |
| Independently save to document folder and hand in folder   | Completed project for printing and grading |   |
| Use a GPS device (geocaching)  | GPS receivers                              | Field Trip  |
| Change page orientation  | Word, Pages                                | Review  |
| Create folders to organize files   |  | Review  |
| Apply age appropriate strategies for identifying and solving routine hardware and software problems that occur during everyday use | Troubleshooting activity                   | Ongoing instruction based on hardware/software problems that may occur within the classroom |
| Introduction to programming  | Scratch                                    | Scratch Cards - Independent Scratch project   |
|  |  |   |

### Technology Productivity Tools/Keyboarding (3.7D)

|   |  |               |
|---|--|---------------|
| Demonstrate home row and correct finger placement |  | Reinforcement |
| Use special keys                                  |  | Reinforcement |
|   |  |               |

### Social, Ethical, and Human Issues

|   |                      |                                    |
|---|----------------------|------------------------------------|
| Discuss and comply with Acceptable Use Policy         | Rules and Procedures | Direct instruction using web tools |
| Demonstrates appropriate computer etiquette           |                      |                                    |
| Respect the privacy of all users                      |                      |                                    |
| Use appropriate judgment upon entering internet sites | Netsmart Kids, iSafe |                                    |

|  |                      |  |
|--|----------------------|--|
| Citing materials taken from another source, under issues of plagiarism as they apply to informational technology | Research Projects    |  |
| Obey copyright laws regarding student generated materials  | Research Projects    |  |
| Determine what is accurate information found on the internet   | Netsmart Kids, iSafe |  |
| Understand and observe informational technology licensing restrictions   | Rules and Procedures |  |
| Exhibit ethical behavior relating to privacy, ethics, passwords, and personal information                        | Netsmart Kids, iSafe |  |

### **Word Processing**

|   |                          |   |
|---|--------------------------|---|
| Type short writing pieces   | Word, Pages, Inspiration | Generate documents that incorporate a variety of elements |
| Type with one space between words and between sentences   |                          |   |
| Use the tab and return keys   |                          |   |
| Use spell check   |                          |   |
| Rename and move files   |                          |   |
| Select and deselect text  |                          |   |
| Use page setup options  |                          |   |
| Use borders/drawing tools/graphics  |                          |   |
| Insert graphics from outside sources  |                          |   |
| Use formatting functions, numbers, indents, page breaks, margins, and columns                         |                          |   |
| Copy and paste information from the internet into a word processing document for note taking purposes |                          |   |
| Use the thesaurus tool to broaden the scope of word use   |                          |   |

### **Presentation Software**

|   |                     |  |
|---|---------------------|--|
| Create a new slide presentation and open a saved presentation           | Keynote, Powerpoint | Transference of knowledge - Create PPT and then create the same in Keynote |
| Choose a layout   |                     |  |
| Change the order of slides  |                     |  |
| Copy and paste within the presentation                                  |                     |  |
| Insert or delete slides   |                     |  |
| Arrange objects on the slide  |                     |  |
| Save a presentation   |                     |  |
| Add slide transitions   |                     |  |
| Present presentations to an audience                                    |                     |  |
| Insert graphics, clipart, and/or digital pictures                       |                     |  |
| Add animation to text and graphics                                      |                     |  |
| Edit color schemes and layout arrangements                              |                     |  |
| Research, create, publish, and present projects related to content area |                     |  |
| Choose and create charts and graphics that best represent data          |                     |  |

### **Technology Problem-Solving, Research, Decision-Making Skills (3.7 D)**

|  |   |                        |
|--|---|------------------------|
| Access and retrieve information from a variety of sources                                      | Web 2.0, Internet browsers  | Mini research projects |
| Locate information outside the library media center using online databases                     | Destiny, Power Library, Thinkfinity                                   |                        |
| Identify and differentiate between primary and secondary sources                               | Blogs, Library of Congress  |                        |
| Search the internet by utilizing search strategies: keywords, concepts, subjects, and headings | Knowledge Box, Power Library, Thinkfinity, Internet browsers, Web 2.0 |                        |
| Utilize multiple search engines to locate information for research                             | Internet browsers   |                        |
| Determine the reliability of information found on an internet site                             | iSafe, Netsmart Kids  |                        |
| Differentiate among fact, opinion, propaganda, point of view, and bias of an internet site     |   |                        |

|   |  |  |
|---|--|--|
| Select and use appropriate tools and technology resources to accomplish a variety of tasks and problems |  |  |
|---|--|--|

### **Internet Skills (3.7E)**

|  |                             |                                      |
|--|-----------------------------|--------------------------------------|
| Use a web browser  | Internet browsers           | Exercises using web browser tool bar |
| Use teacher-centered web based activities on topics of study       |                             |                                      |
| Add bookmarks  |                             |                                      |
| Navigate online environments                                       | Webkinz, Moodle, Wikispaces |                                      |
| Make hyperlinks to internet sites from documents and presentations |                             | PPT projects that use hyperlinks     |

### **Effective Research Strategies (3.7E)**

|  |                                  |                       |
|--|----------------------------------|-----------------------|
| Use teacher chosen websites to extract and gather information for research | Internet browsers, Power Library | Mini research project |
| Use research to gather information for presentations                       |                                  |                       |
| Use effective search strategies to find appropriate sites                  |                                  |                       |
| Determine what information is important for the given task                 |                                  |                       |

### **Communication Skills/Collaboration**

|  |  |   |
|--|--|---|
| Collaborate, research, create, and edit documents and web spaces | Web 2.0 (wikis blogs), Videoconference, Skype, RSS feeds | Direct instruction - Interact within classroom/department |
|--|--|---|



**Sixth Grade****Basic Computer Concepts and Operations (3.7 C,D)**

| Students will be able to:  | Activity/Application/Peripheral            | Lesson/Project |
|--|--|----------------|
| Toggle between two programs  | Inspiration, Office...                     |                |
| Show and hide toolbars, formatting palettes, and inspectors  | Office, Pages                              |                |
| Use short cuts to perform various tasks  | Word, Pages, Inspiration                   |                |
| Print specific pages   | Word, Pages                                |                |
| Independently save to document folder and hand in folder   | Completed project for printing and grading |                |
| Use a GPS device (geocaching)  | GPS receivers                              |                |
| Change page orientation  | Word, Pages                                |                |
| Create folders to organize files   |  |                |
| Apply age appropriate strategies for identifying and solving routine hardware and software problems that occur during everyday use | Troubleshooting activity                   |                |
| Intermediate programming   | Alice                                      |                |
| Manipulate graphics  | Pages, Word, Comic Life                    |                |

**Technology Productivity Tools/Keyboarding (3.7D)**

|  |  |  |
|--|--|--|
| Demonstrate correct posture and finger positions |  |  |
|--|--|--|

**Social, Ethical, and Human Issues**

|  |                                     |  |
|--|-------------------------------------|--|
| Discuss and comply with Acceptable Use Policy  | Rules and Procedures, Website Links |  |
| Demonstrates appropriate computer etiquette  | Wiki, Skype, Whole Group Discussion |  |
| Respect the privacy of all users   |                                     |  |
| Use appropriate judgment upon entering internet sites  | Netsmart Kids, iSafe                |  |
| Citing materials taken from another source, under issues of plagiarism as they apply to informational technology | Research Projects                   |  |

|   |  |  |
|---|--|--|
| Obey copyright laws regarding student generated materials                                 | Research Projects                        |  |
| Determine what is accurate information found on the internet                              | Netsmart Kids, iSafe, website evaluation |  |
| Understand and observe informational technology licensing restrictions                    | Rules and Procedures                     |  |
| Exhibit ethical behavior relating to privacy, ethics, passwords, and personal information | Netsmart Kids, iSafe                     |  |

### **Word Processing**

|  |                          |  |
|--|--------------------------|--|
| Perform basic formatting tasks including font, style, color, bold, italics, underline, and alignment | Word, Pages, Inspiration |  |
| Use simple text editing skills   |                          |  |
| Use the tab and return keys  |                          |  |
| Use spell check  |                          |  |
| Rename and move files  |                          |  |
| Select and deselect text   |                          |  |
| Use page setup options   |                          |  |
| Use borders/drawing tools/graphics   |                          |  |
| Insert graphics, clip art, digital photos, graphs/charts, and borders                                |                          |  |
| Use formatting functions, numbers, indents, page breaks, margins, and columns                        |                          |  |
| Cut, copy, and paste within a document   |                          |  |
| Uses consistent formatting throughout the document (spacing, tabs, bullets, etc...)                  |                          |  |

### **Presentation Software**

|   |                     |  |
|---|---------------------|--|
| Create a new slide presentation and open a saved presentation | Keynote, Powerpoint |  |
| Choose and edit a layout                                      |                     |  |
| Change the order of slides                                    |                     |  |
| Copy and paste within the presentation                        |                     |  |

|   |  |  |
|---|--|--|
| Insert or delete slides   |  |  |
| Arrange objects on the slide  |  |  |
| Add slide transitions   |  |  |
| Insert movie clips and recorded sound   |  |  |
| Insert graphics, clipart, digital pictures, and animations (either chosen from a source or created)   |  |  |
| Add animation to text and graphics  |  |  |
| Edit color schemes and layout arrangements  |  |  |
| Research, create, publish, and present projects related to content area   |  |  |
| Design, develop, publish, and present products using technology resources that demonstrate and communicate concepts to audiences inside and outside the classroom |  |  |

### **Technology Problem-Solving, Research, Decision-Making Skills (3.7 D)**

|  |                      |  |
|--|----------------------|--|
| Search the internet using multiple search engines by utilizing search strategies: keywords, concepts, subjects, and headings | Internet browsers    |  |
| Utilize multiple search engines to locate information for research   | Internet browsers    |  |
| Determine the reliability of information found on an internet stie   | iSafe, Netsmart Kids |  |
| Produce research projects incorporating information retrieved from three or more different sources                           |                      |  |
|  |                      |  |

### **Internet Skills (3.7E)**

|  |                                   |  |
|--|-----------------------------------|--|
| Differentiate between web browsers and search engines        | Internet browsers, search engines |  |
| Use teacher-centered web based activities on topics of study |                                   |  |
| Add bookmarks  |                                   |  |

|  |                           |  |
|--|---------------------------|--|
| Navigate online environments and bookmarking sites                 | Moodle, Wikispaces, Diigo |  |
| Make hyperlinks to internet sites form documents and presentations |                           |  |

### **Effective Research Strategies (3.7E)**

|  |  |  |
|--|--|--|
| Use research to gather and interpret information for presentations |  |  |
|--|--|--|

### **Communication Skills/Collaboration**

|  |   |  |
|--|---|--|
| Collaborate, research, create, and edit documents, presentations, and web spaces | Web 2.0 (wikis blogs), Videoconference, Skype, RSS feeds, Google Docs |  |
|--|---|--|

### **Online Communication**

|                                      |  |  |
|--------------------------------------|--|--|
| Practice safety and etiquette online | Netsmart Kids, iSafe, Skype, Moodle chat |  |
|--------------------------------------|--|--|

**Seventh Grade****Basic Computer Concepts and Operations (3.7 C,D)**

| Students will be able to:   | Activity/Application/Peripheral  | Lesson/Project |
|---|--|----------------|
| Toggle between two or more programs   | Inspiration, Office, Internet Browser, etc.  |                |
| Show and hide toolbars, formatting palettes, and inspectors   | MS Suite, iWork Suite  |                |
| Use short cuts to perform various tasks   | Operating System and all related software  |                |
| Print specific pages  | Word, Pages, etc.  |                |
| Independently save to designated location (including, but not limited to, personal folders, hand in folders, etc.)                                    | Completed project for printing and grading   |                |
| Use various computer peripherals including digital cameras, GPS devices, CPS Polling Remotes, Interactive Whiteboards, microphones, etc. (geocaching) | Digital Cameras, Scanners, GPS Devices, CPS Polling Hardware/Software, Interactive Whiteboard, Microphones as deemed appropriate in various lessons. |                |
| Change page orientation   | Word, Pages  |                |
| Create folders to organize files on various drives  |  |                |
| Apply age appropriate strategies for identifying and solving routine hardware and software problems that occur during everyday use                    | Troubleshooting activity, ongoing  |                |
| Intermediate programming  | Alice  |                |
| Manipulate graphics, including resizing, coloration, special effects  | Pages, Word, Comic Life, Presentation Software   |                |

**Technology Productivity Tools/Keyboarding (3.7D)**

|  |  |  |
|--|--|--|
| Demonstrate correct posture and finger positions | Initial classroom orientation, ongoing reinforcement/reminders |  |
|--|--|--|

**Social, Ethical, and Human Issues**

|   |   |  |
|---|---|--|
| Discuss and comply with Acceptable Use Policy | Rules and Procedures, Website Links, Whole Group Discussion |  |
| Demonstrate appropriate computer etiquette    | Wiki, Skype, Whole Group Discussion                         |  |
| Respect the privacy of all users              | Whole Group Discussion and Lesson Integration               |  |

|   |   |  |
|---|---|--|
| Use appropriate judgment upon entering Internet sites   | Netsmart Kids, iSafe, Whole Group Discussion              |  |
| Citing materials taken from another source, understand issues of plagiarism as they apply to information technology | Research Projects, Presentations, Online Projects (Wikis) |  |
| Obey copyright laws regarding student generated materials   | Research Projects, Presentations, Online Projects (Wikis) |  |
| Determine what is accurate information found on the Internet  | Website Evaluation  |  |
| Understand and observe informational technology licensing restrictions  | Rules and Procedures                                      |  |
| Exhibit ethical behavior relating to privacy, ethics, passwords, and personal information                           | Netsmart Kids, iSafe, Whole Group Discussion              |  |

### **Word Processing**

|   |                                      |  |
|---|--------------------------------------|--|
| Perform basic formatting tasks including font, style, color, bold, italics, underline, and alignment with proficiency | Word, Pages, Inspiration, Wikispaces |  |
| Use text editing skills including spell check, thesaurus and glossary   |                                      |  |
| Use the tab and return keys   |                                      |  |
| Use text Find or Find/Replace functions   |                                      |  |
| Rename and move files   |                                      |  |
| Select and deselect text, differentiating between cut and copy  |                                      |  |
| Use advanced page setup options i.e. page orientation, centered pages, templates                                      |                                      |  |
| Use borders/drawing tools/graphics  |                                      |  |
| Insert graphics, clip art, digital photos, graphs/charts, and borders   |                                      |  |
| Use formatting functions, numbers, indents, page breaks, margins, and columns   |                                      |  |
| Cut, copy, and paste within a document  |                                      |  |
| Uses consistent formatting throughout the document (spacing, tabs, bullets, etc...)                                   |                                      |  |

## Presentation Software

|  |                     |  |
|--|---------------------|--|
| Choose and edit a layout   | Keynote, Powerpoint |  |
| Change the order of slides   |                     |  |
| Copy and paste within the presentation   |                     |  |
| Insert, delete or duplicate slides   |                     |  |
| Arrange objects on the slide   |                     |  |
| Add slide transitions  |                     |  |
| Insert movie clips, sound, and/or narration  |                     |  |
| Insert graphics, clipart, digital pictures, and animations (either chosen from a source or created)  |                     |  |
| Add animation to text and graphics   |                     |  |
| Edit color schemes and layout arrangements   |                     |  |
| Research, create, publish, and present projects related to content area  |                     |  |
| Design, develop, publish, and present products using technology resources that demonstrate and communicate concepts to audiences inside and outside the classroom including use of interactive whiteboard technology |                     |  |
| Incorporate interactive presentation component (may include use of CPS Polling software, peer participation, interactive questioning using presentation links, etc.)   |                     |  |

## Technology Problem-Solving, Research, Decision-Making Skills (3.7 D)

|  |   |  |
|--|---|--|
| Search the internet using multiple search engines by utilizing search strategies: keywords, concepts, subjects, and headings | Internet browsers                                 |  |
| Utilize multiple search engines to locate information for research   | Internet browsers                                 |  |
| Determine the reliability of information found on an Internet site   | iSafe, Netsmart Kids, Website Evaluation Activity |  |

|  |  |  |
|--|--|--|
| Produce research projects incorporating information retrieved from three or more different sources |  |  |
|--|--|--|

### **Internet Skills (3.7E)**

|   |                                   |  |
|---|-----------------------------------|--|
| Differentiate between web browsers and search engines             | Internet browsers, search engines |  |
| Use student-centered web based activities on topics of study      |                                   |  |
| Navigate online environments and bookmarking sites                | Moodle, Wikispaces, Diigo         |  |
| Make hyperlinks to internet sites for documents and presentations |                                   |  |

### **Effective Research Strategies (3.7E)**

|  |  |  |
|--|--|--|
| Use research to gather and interpret information for presentations |  |  |
|--|--|--|

### **Communication Skills/Collaboration**

|  |   |  |
|--|---|--|
| Collaborate, research, create, and edit documents, presentations, and web spaces | Web 2.0 (wikis blogs), Videoconference, Skype, RSS feeds, Google Docs |  |
|--|---|--|

### **Online Communication**

|  |  |  |
|--|--|--|
| Practice safety and etiquette online and discuss potential hazards and how best to address various online situations | Netsmart Kids, iSafe, Skype, Moodle chat |  |
|--|--|--|



**Eighth Grade****Basic Computer Concepts and Operations (3.7 C,D)**

| Student will be able to:   | Activity/Application/Peripheral  | Lesson/Project |
|--|--|----------------|
| Toggle between two or more programs  | Inspiration, Office, Internet Browser, etc.  |                |
| Show and hide toolbars, formatting palettes, and inspectors  | MS Suite, iWork Suite  |                |
| Use advanced short cuts to perform various tasks   | Operating System and all related software  |                |
| Print specific pages, page ranges and screen shots   | Word, Pages, etc.  |                |
| Independently save to designated location (including, but not limited to, personal folders, hand in folders, online tools such as Google docs etc.)                    | Completed project for printing and grading   |                |
| Use various computer peripherals including digital cameras, scanners, GPS devices, CPS Polling Remotes, Interactive Whiteboards, microphones, iPods, etc. (geocaching) | Digital Cameras, Scanners, GPS Devices, CPS Polling Hardware/Software, Interactive Whiteboard, Microphones as deemed appropriate in various lessons. |                |
| Change advanced page setup options   | Word, Pages  |                |
| Apply age appropriate strategies for identifying and solving routine hardware and software problems that occur during everyday use                                     | Troubleshooting activities, ongoing  |                |
| Intermediate programming   | Alice  |                |
| Manipulate graphics, including resizing, coloration, special effects, editing using Photoshop for advanced graphic manipulation/creation                               | Pages, Word, Comic Life, Presentation Software, Photoshop  |                |

**Technology Productivity Tools/Keyboarding (3.7D)**

|  |  |  |
|--|--|--|
| Demonstrate correct posture and finger positions | Initial classroom orientation, ongoing reinforcement/reminders |  |
|--|--|--|

**Social, Ethical, and Human Issues**

|   |   |  |
|---|---|--|
| Discuss and comply with Acceptable Use Policy | Rules and Procedures, Website Links, Whole Group Discussion |  |
| Demonstrate appropriate computer etiquette    | Wiki, Skype, Whole Group Discussion                         |  |

|  |  |  |
|--|--|--|
| Respect the privacy of all users   | Whole Group Discussion and Lesson Integration              |  |
| Use appropriate judgment upon entering Internet sites  | iSafe, Whole Group Discussion                              |  |
| Citing materials taken from another source, understand issues of plagiarism as they apply to information technology  | Research Projects, Presentations, Online Projects (Wikis)  |  |
| Obey copyright laws regarding student generated materials  | Research Projects, Presentations, Online Projects (Wikis)  |  |
| Determine what is accurate information found on the Internet   | Website Evaluation   |  |
| Understand and observe informational technology licensing restrictions   | Rules and Procedures                                       |  |
| Exhibit ethical behavior relating to privacy, ethics, passwords, and personal information  | Netsmart Kids, iSafe, Whole Group Discussion               |  |
| In-depth understanding of cyberbullying including definition, potential consequences (as a victim or aggressor) and approaches to dealing with online issues | Whole Group Discussion, Real-life scenario analysis, iSafe |  |

### Word Processing

|  |  |  |
|--|--|--|
| Use text editing skills including spell check, thesaurus and glossary  |  |  |
| Use the tab for bullets and sub-bullet formatting  |  |  |
| Use text Find or Find/Replace functions  |  |  |
| Rename and move files  |  |  |
| Edit text placement using various methods including cut/copy/paste as well as slide text using menu options and keyboard shortcuts |  |  |
| Use advanced page setup options i.e. page orientation, centered pages, templates   |  |  |
| Use borders/drawing tools/graphics   |  |  |
| Insert graphics, clip art, digital photos, graphs/charts, and borders  |  |  |

|  |  |  |
|--|--|--|
| Use formatting functions, numbers, indents, page breaks, margins, and columns                                    |  |  |
| Cut, copy, and paste within a document   |  |  |
| Use consistent formatting throughout the document (spacing, tabs, bullets, etc...)                               |  |  |
| Identify difference in functions between a PC and Mac based computer system (right click, shortcut options, etc) |  |  |

## Presentation Software

|  |                     |  |
|--|---------------------|--|
| Choose and edit a layout   | Keynote, Powerpoint |  |
| Change the order of slides   |                     |  |
| Copy and paste within the presentation   |                     |  |
| Insert, delete or duplicate slides   |                     |  |
| Arrange objects on the slide   |                     |  |
| Add slide transitions  |                     |  |
| Insert movie clips, sound, and/or narration  |                     |  |
| Insert graphics, clipart, digital pictures, and animations (either chosen from a source or created)  |                     |  |
| Add animation to text and graphics   |                     |  |
| Edit color schemes and layout arrangements   |                     |  |
| Research, create, publish, and present projects related to content area  |                     |  |
| Design, develop, publish, and present projects using technology resources that demonstrate and communicate concepts to audiences inside and outside the classroom including use of interactive whiteboard technology |                     |  |
| Incorporate interactive presentation component (may include use of CPS Polling software, peer participation, interactive questioning using presentation links, etc.)   |                     |  |
| Create non-linear presentations, i.e. a presentation that ask the audience to make decisions/choices throughout the presentation   | Keynote, PowerPoint |  |

|   |  |  |
|---|--|--|
| in order to "explore" the included information<br>(Examples included Portfolio Presentation or<br>Question/Answer Presentation) |  |  |
|---|--|--|

### **Technology Problem-Solving, Research, Decision-Making Skills (3.7 D)**

|  |   |  |
|--|---|--|
| Search the internet using multiple search engines by utilizing search strategies: keywords, concepts, subjects, and headings | Internet browsers                                 |  |
| Apply advanced search strategies such as Boolean techniques and phrase searching   | Direct instruction as research is required        |  |
| Utilize multiple search engines to locate information for research   | Internet browsers                                 |  |
| Determine the reliability of information found on an Internet site   | iSafe, Netsmart Kids, Website Evaluation Activity |  |
| Produce research projects incorporating information retrieved from three or more different sources                           |   |  |

### **Internet Skills (3.7E)**

|  |                                   |  |
|--|-----------------------------------|--|
| Differentiate between web browsers and search engines                | Internet browsers, search engines |  |
| Navigate online environments and bookmarking sites                   | Moodle, Wikispaces, Diigo         |  |
| Make hyperlinks to internet sites within documents and presentations |                                   |  |

### **Effective Research Strategies (3.7E)**

|  |  |  |
|--|--|--|
| Use research to gather and interpret information for presentations |  |  |
|--|--|--|

### **Communication Skills/Collaboration**

|  |   |  |
|--|---|--|
| Collaborate, research, create, and edit documents, presentations, and web spaces | Web 2.0 (wikis blogs), Videoconference, Skype, RSS feeds, Google Docs |  |
|--|---|--|

### **Online Communication**

|  |   |  |
|--|---|--|
| Practice safety and etiquette online and discuss potential hazards and how best to address various online situations | Netsmart Kids, iSafe, Skype, Moodle chat, Direct Instruction and Whole Group Discussion |  |
|--|---|--|